

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Anna Deavere Smith

General Note

It is required and essential that each sponsor read this information carefully and review it with your Royce Carlton representative and your technical advisor prior to your event.

Stage Set-up

For Ms. Smith's presentation, she is to be the only person on stage. The person introducing Ms. Smith should exit the stage before Ms. Smith comes onto the stage. Should you be arranging a sign language interpreter, he or she should be in a convenient location off the stage. There should be no chairs or decorations on stage including flowers, signs, etc. The exception is a podium.

Podium

A plexiglass podium is requested. If a plexiglass podium is not available please provide a music stand. The podium should be placed in the middle of the stage. If using a music stand, a small table for papers should be placed next to the music stand.

Water

Please have an 8 oz. bottle of room temperature still spring water and a box of Kleenex on a table near the podium.

Microphone

Ms. Smith requires a wireless handheld microphone on a stand next to the podium.

Sound Monitor

Because of the theatrical elements, speaker monitors, similar to those used for singers, are critical to the quality of her presentation. They should be placed 6 feet from either side of the podium.

Recommended Sound System

In the event that you are hosting Ms. Smith at a venue that does not already have a sound system the following is the list of components recommended by Ms. Smith. Should you have any questions, please contact your Royce Carlton representative.

Center Cluster Speakers:
(2)EAW (Eastern Acoustics Works) KF300
(1)EAW SB330

Upper Side Proscenium Speakers:
(1 each side) EAW CH461

Lower Side Proscenium Speakers:
(1 each side) EAW KF691

Subwoofer Speakers:
(1 each side) EAW SB528

Stage Lip Speakers:
(6)EAW UB12

Underbalcony Speakers:
(4)EAW JF50

Overbalcony Speakers:
(3)EAW FR122

House Mixing Console:
(1)Crest Century

Technical Check & Sound System

A technical check should be scheduled with Ms. Smith upon arrival prior to the program. This tech check normally takes no more than ten minutes. It is essential to have a professional audio technician available during the technical check as well as throughout the program for any possible troubleshooting that may be necessary. Additionally a representative of the sponsor, who is familiar with the tech staff at the venue should be at the tech check. That representative should go over the tech sheet with the tech staff before Ms. Smith's arrival.

Lighting

Ms. Smith is 5'10" tall; please have good focused light on her face and a ten-foot spill of light around each side of the podium. The stage should be lit and the audience should be dark during the program. During the question-and-answer period, all lights should be brought up.

Dressing Room

Like many entertainers who do speaking engagements, the preparation for the program is extremely important. Ms. Smith would like to be alone in the green room for approximately 30 minutes before the program without distraction.

One private, clean, secure and well-lighted room or green room with a mirror and adequate seating should be available to Ms. Smith upon her arrival at the venue. A private bathroom with a sink should also be available, either connected to the room or nearby. Ms. Smith does not need any food in the green room, but water will be appreciated.

Dietary Restrictions

Please be advised that Ms. Smith is a vegetarian, and does not eat meat, including chicken or dairy products. If you are planning a dinner, she would prefer fish. Often, sponsors wish to have something in the hotel room. If so, bottled water (room temperature) is satisfactory.

Prior to Program

As mentioned above, Ms. Smith will not be able to do social activities before her program. She is happy to accommodate your needs in that regard after the presentation.

If you are planning to have a sign language interpreter for the hard of hearing, plan to bring Ms. Smith to the auditorium 40 minutes prior to the program. This will allow Ms. Smith an opportunity to visit with the interpreter.

Social Activities

Any social activities (reception, book signing, dinners, etc.) are best scheduled after the program and combined together as one event. Please be certain that any and all activities have been cleared and agreed upon with your Royce Carlton representative. (In the event there is a post-performance Q&A, discussion, or reception, please insure that the event does not exceed the time allotted. We recommend assigning someone the role of overall program manager to be responsible for timing and production.)

Media Opportunities

If a press opportunity is being scheduled, please be sure it is cleared with Royce Carlton. All requests for press availability should come through the sponsor and not from the press directly. The best time for a press conference is upon arrival. Please limit any press conference to 15-20 minutes. The host should be nearby to curtail the press conference in the event that it goes beyond the allotted time. If requested, only one advance interview will be granted. Choice of media for this interview is the decision of the sponsor.

Accommodations

Anna Deavere Smith wishes to be in a non-smoking room on an upper level floor. As Ms. Smith travels extensively she can provide you with the hotel that best suits her activities. Please check with your Royce Carlton representative.

Telephone Numbers

Please be certain that the home telephone and cellular numbers of the people in charge of the program are given to Royce Carlton, Inc. and will be added to Ms. Smith's itinerary.

Video/Audio Taping

Should you wish to video or audio record the presentation for internal archival purposes only (not for web-casting, pod-casting, broadcasting, sale or any other distribution), it must be cleared through your Royce Carlton representative in advance. Any release form should be sent to Royce Carlton in advance.

Note to Sponsors

It is important that all information regarding Ms. Smith's itinerary is kept confidential. Other than the organizers of the engagement, no other person should have access to Ms. Smith's schedule, travel plans, or hotel location.